

Minutes of the meeting of BICC Executive Committee held on Monday January 31, 1972, at BICC Headquarters.

PRESENT

Jules Losowick
Joseph Partenheimer
Joe Denahan
George Wibecan
Richard Bregstein
William Hoffman
John Clarkson
John McGuire
Dennis McCarthy
Marshall Wolf
Roland E. Stewart

Thomas Mann
Rafael Lozada
Richard Proctor
Cecilio Barnett
Sylvester Hart, Jr.
Alma Perry
Helen Mitchell
George Birmingham
Pedro Iglesias
Marie Gonzales
William Wilson

Meeting was called to order at 6:15 P.M. by Co-Chairman Jules Losowick, with self introduction by all present.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Stewart stated that there were a couple of items in the report which he thought were significant for the board to look at. He asked for questions on the report for elaboration or clarification.

Mr. Losowick asked about ADP-PDS, the possibilities of extending the current contract.

Mr. Stewart replied that there has been no finalization; ADP-PDS has to pick up some information from the Vocational Rehabilitation agencies to see if they are going to be able to fulfill their part of the 3,500 persons. He says 3,500. BICC has to process 1,200. Later in the report as you get to the statistical data, you will find that to date since the contract began, BICC has processed only 484. BICC has about 700 people to process between now and the end of March, 1972 or beyond in order to meet BICC's share of it. So that since ADP is having problems with the Vocational Rehabilitation agencies and is trying to light a fire under them. Mr. Stewart reported at the conference, he told ADP-PDS that limitation of quarters precluded BICC's doing some things that they can now do. In January, 1972, when BICC moved over to #50, they've processed something like 82 people in almost two weeks, by having the ability to do so. The preliminary results and findings of the ADP system is such that OEO is interested in extending the contract to more people and for a longer period of time. That has to be investigated in Washington, D.C., (1) to see if it is feasible and (2) to see if money is available.

Mr. Losowick stated that as he sees it, BICC still has over 700 people to process and if he understands correctly, the money runs out April 1, 1972. And you're talking about 700 people in about 8 weeks, is BICC capable of reaching the goal of 700 people by April 1, 1972?

Mr. Stewart stated that with the improved facilities we can profile 20 people in the morning and 20 people in the afternoon. The Vocational Coordinator is presently writing up an ad which we are thinking about publishing in the newspaper to bring people in. The people who have been coming in now come in by word of mouth. We are also finding that we are getting an influx of jobs and I think this shows in the Executive Director's report, the jobs received during January, 1972.

Mr. Losowick asked Mr. Stewart if he thought there would be a problem of reaching the 1,200 goal by April, 17

Mr. Stewart replied that he did not see any problems of getting people. The real problem is the jobs and interviewing capacities.

Mr. Wolf stated that he thinks it is important to meet this commitment with ADP. He asked how many more jobs are needed and what can the board do to secure more jobs?

Mr. Stewart replied that he feels that most of the member companies have been supportive in terms of sending BICC job orders. BICC is still maintaining a 4-1 referral to hire ratio. BICC has almost 200 jobs listed in their job bank. This consists of individual jobs, in addition to the ones which employers don't have open immediately. BICC is finding that the people who come in looking for jobs simply do not qualify on the basis of their reading levels, their work

experiences for the jobs and sociological backgrounds. Companies are still not reshaping their standards more realistically to accept those who do not necessarily have the paper qualifications or the paper certifications.

Mr. Wolf asked about tying in with NAB. It seems that many companies are placing jobs with them.

✓ Mr. Stewart stated that the BICC board asked Mr. Stan Osowski two meetings ago if there was some way BICC could tie in with NAB and receive some of their job orders. But it seems that they have to wait two days after NAB releases the job orders to the State Employment Service and BICC never gets them.

✓ Mr. Wolf asked if there would be any merit in suggesting that Helen Brenner, Mr. Stewart and Mr. Dennis McCarthy, sit down to see what can be done toward helping BICC to get some of their job orders.

Mr. Proctor stated that he thinks the board should look into this but at the same time, is there any deterrent to companies giving the Urban League and BICC the job openings at the same time as they give them to NAB? Is there anything to hinder or to deter this?

Mr. Lozowick stated that he believes if the companies were to hire someone thru BICC or the Urban League, then they can get credit with NAB if the applicant qualifies as a disadvantaged person.

✓ Mr. Proctor stated if there's no opposition to that, then why doesn't BICC come up with a mechanism whereby companies will do that and give the BICC and Urban League their job openings at the same time they give NAB theirs; they're all operating for the same thing, to get people employed and as far as credit is concerned, the companies will still get credit.

It was agreed by the board members that their main objective is to get people employed.

Mr. Wibecan stated that he believes there's a legal contractual requirement that you have to give to certain governmental funded agencies like TEAM, and others 48 hours pre-notices but after that he supposes someone else could have the list.

Mr. McCarthy stated that basically, NAB works two ways, (1) the contract arrangement which George just spoke about and the basic pledge program, and I think that's what we're really talking about, because that's where most of the jobs are.

✓ Mr. Wolf suggested that sometime next week, Messrs. Stewart, and McCarthy, sit down along with Helen Brenner, to see if there's some practical way to get these job orders for BICC.

Mr. Proctor stated that he's not only concerned about more job orders which are NAB designated, but others as well. "Am I to understand that this is the total listing for job orders for January, 1972?"

Mr. Stewart replied, that those were the total jobs received during January, 1972.

Mr. Proctor further stated that he was under the impression that the BICC board was trying to work out a mechanism where more companies would be filtering job orders to BICC and the Urban League like N.J. Bell did for years. They put out their printout on their job orders and sent copies to BICC and to the other agencies; this was done on a regular basis every month. Apparently this has been discontinued. If we don't have job orders, we'll never place anybody.

Mr. Wolf stated that would it be reasonable to suggest that maybe someone from the board take the 10 largest companies and call up the contact person there and remind them to send BICC their job orders?

Mr. Proctor stated that he's in agreement he feels that the staff should be involved in this also. Maybe a reminder from the staff and someone from the board might help. We should really start accelerating job orders, and if we can really accelerate the development of job orders we should have a lot more referrals to make.

✓ Mr. Mann stated that maybe BICC can plug in on a regular basis with the Mayor's office and find out the new industries which are coming into the area and try to secure their job orders.

Mr. Lozowick stated that the Chamber of Commerce has the same kind of committee, and maybe Mr. McCarthy could arrange for BICC to get a connection with that also.

Mr. Proctor stated that he would check and find out just who is in charge at the Mayor's office then get back to Mr. Stewart. He went on to say that he would like to further tie down his suggestion about the companies referring job orders to BICC, again, unless there is some opposition to this. If there is, he would like to hear about it; if not, then he would like to request that Mr. Lozowick designate somebody to check with all of the representatives to see that their personnel departments is doing this. He would like to tie this down very specifically.

Mr. Maguire stated that when BICC was first formed, the Urban League was the employment arm of the BICC and BICC had the pattern and policy of submitting jobs to the Urban League. It seems that BICC got away from this practice, and keeping with Mr. Proctor's suggestion, saw no reason why BICC could not reactivate the procedure again. However, he added you must keep in mind the situation Public Service has, seeing many minority people walking into their employment office day in and day out.

Mr. Lozowick stated that he thinks this should do with the Employment Committee, and their talks about restructuring it.

Mr. Wolf suggested to have someone from the board call a few companies and get their job orders instead of waiting for the committee to be formed.

Mr. Lozowick replied that the committee has been formed already and he will speak to the two Co-Chairmen. He may have to discuss it with Mr. Stewart, if this is to be done on a continuous basis. Some mechanical set up has to be established, so that when they talk to each other, they will be giving the information Mr. Stewart requires and not as the committee thinks he will require.

Mr. Stewart stated that when BICC receives a telephone call usually the person stated what type of person they are looking for. BICC has a regular format on which BICC takes down data from the companies, dealing with salaries and requirements, etc. This is immediately photocopied and distributed among the counseling staff. Anyone who answers an inquiry from a company, [and I think that on this job order business you'll see codes in the left hand corner which says that either the employer comes in personally, telephones or writes a letter] disseminates the information among staff. The personnel guy doesn't have to necessarily speak to me personally.

The other dynamic is these job orders which were received during January, are not the only jobs we have available by no means. We have standing orders from such companies like N.J. Bell, Public Service, and Mutual Benefit, job which have been standing in the areas where they have high turnover. In other areas we are given job orders and are told to call before we refer a person to see if there is an opening at that point. So that I fully agree what we should have more job orders come in because when we run into a job freeze, we have problems.

The jobs which are listed in the Executive Director's report is not the total number of jobs which we have available to us to refer people to. They are simply the ones BICC received during the month of January. You can find on the page opposite job orders the ones which BICC had received during the month of January, 1977, and have profiled. So I hope that no one is misled into thinking these constitute the only job orders BICC have. It's just like the State Employment Service which has job requests outstanding for 6-8 months. BICC has jobs which have been requested to be filled back in June & July and for which we have not found persons.

Mr. Proctor stated that he was misled because he thought he misunderstood Mr. Stewart; he thought Mr. Stewart said these were the only ones. He's glad to hear that there are others but it still doesn't sound right to him. He is still going to push for the board to get the BICC representatives to help us designate a contact person at each company to work with who will be sending job orders to Mr. Stewart. If BICC doesn't hear from them in a month or two, one of Mr. Stewart's staff people can call up this contact person and say, "is anything happening this month, or you got any jobs?" He thinks that's what the board ought to be doing because if we're ever going to really move in this area, we must get started now. Mr. Proctor went on to say that, let him be more specific, because he doesn't think that at the rate they are going, if these figures are accurate and he assumes that they are and there's no reason to believe that they are not, but if they are accurate, we've placed about 100 people last year. If he can assume that

the first six months is the same as the last six months, 50 people for six months, if we operate at the same rate for the first six months, that means we've placed 100 people. That's not too many people as far as he is concerned, and less than 10 people a month. With a staff of 13 and only placing 10 people a month, there's something wrong somewhere and he thinks we have to get more job orders. This must be looked into further.

Mr. Stewart replied, that one must look at the statistical data in some kind of frame of reference and he has to speak to this in order that we're not misled by that particular relationship. The number of people who have come in and are interviewed are not necessarily the number of people that we send out to jobs. Another relationship will be the number of people who come in to the number of people who are referred. So that for that period of six months when we're talking 484 people who come in and we go down to column three and we see that only 262 of them were referred, then we look and see that 50 of those persons were hired and 94 were referred to training then we got an entirely different kind of perspective on how the people were handled. The difference between the total number of people and the total number of referrals have to do with that other kind of dimensions that we're trying to make inroads into, those persons who can not be referred to jobs because of conditions which preclude their employment.

Mr. Clarkson said, he does not think that the BICC can be judged solely on direct placements. He thinks that the climate which has been created in Newark, principally by the BICC has resulted in many members of the minority groups going into the companies and the companies receiving them in a far different light than they did many years ago. He went on to say that, there is a steady stream of minority groups coming into all companies. The division of Civil Rights insists that in your Affirmative Action program, whether you have a job or not, a person who qualifies for employment with your company, has got to go on your Affirmative Action list.

Mr. Proctor asked Mr. Clarkson, if X amount of people walk in off the streets, did he determine that a portion of those people qualify but you don't have any vacancies?

Mr. Clarkson stated that they go on his Affirmative Action list to be hired as soon as vacancies occur. By agreement with the division of Civil Rights, they must hire from their list.

Mr. Proctor stated that that doesn't eliminate in any way, shape or form, recruiting because a lot of the people who might qualify today when there are no vacancies probably won't be around when there is. He went on to say that when BICC's Task Force goes around to visit these companies the companies tell them that there is not enough applicants.

Mr. Denahan asked if there has been any sort of correspondence in the past to the personnel director or presidents of various companies?

Mr. Lozowick replied, that he would have Mr. Wilson's Task Force committee make the calls to some of the companies but by the same token, that BICC's staff draft a letter and send to the BICC member companies giving this same information, not just the same 10 companies which they are dealing with.

Mr. Clarkson stated that Mr. Stewart did get a letter out like that around 4 months ago; this is being done all the time, in fact, when this brochure was developed a letter and a copy of the brochure went to the Chief Executive Officer in practically every company in this area.

Mr. Lozowick stated that many companies still think that they should send this information to the Urban League; they don't know that BICC is operating by the selves.

✓ Mr. Lozowick stated that he was not aware that BICC made solicitation to come this year in regard to the Teacher Externship.

✓ Mr. Stewart stated that they sent basic kinds of feeler letters to companies to find out if they would like to participate in the externship program. Once they get a feel from the companies, then they will formally get into the program and involve the Education Committee.

Mr. Maguire asked Mr. Stewart, "the letters that were sent out on this Teacher Externship program, did they go to the BICC representatives of these companies?"

Mr. Stewart stated, not necessarily, because Mr. Danelow stated that he had been in touch with a large number of companies, so BICC was approaching some of the other companies which had not necessarily been involved.

Mr. Wolf asked, "is this just to have somebody come in or is it to pay for them to come into the companies for one day a week?"

Mr. Stewart replied, not to pay for them, the entire program will be funded by the Vocational Education funds.

Mr. Lozowick stated that there was a conversation between Messrs. Stewart, Wolf, and himself, in regards to a possibility of a BICC Dinner in the Spring, to try to raise more money for the BICC, but before thinking about something like this, the Executive Board and the finance committee must be in on this.

Mr. Bragstein stated that if the purpose of the dinner is for fund raising, there are better ways to raise money than by giving a dinner, because by the time you get thru running the dinner and everything, a lot of that money goes for the hotel, and if you put a high price tag on the ticket, you will make money also make some enemies.

Mr. Lozowick stated that you must charge \$25.00 a ticket in order to make money because the dinner will cost you \$10.00.

Mr. Wolf stated that he thinks this dinner should be given a lot of thought because he would hate to let companies get off the hook for buying possibly \$500.00 or \$1,000.00 worth of tickets.

There was a discussion among the board members on BICC giving a dinner. Some members felt it would cost too much and in return you really wouldn't make anything. Others felt it would be a worthwhile thing.

TREASURERS REPORT:

Mr. Birmingham stated that he was informed that before BICC could change their signature card on their bank account, they must have some form of resolution by the board members.

Mr. Bragstein made a motion to have Mr. Joe Denahan take over as BICC's Treasurer and either one of the two Co-Chairmen's can sign the checks for the expenses of BICC. It was seconded by Mr. Clarkson. The board members approved the motion.

Mr. Birmingham explained to the board that in the past, there has only been one signature on the bank account, but the by-laws says that the approval of the Co-Chairmen is required to the Treasurer before he can extend any money and in the course of the years what has been done is, as long as the treasurer had the signature of the Executive Director, with-in budget limitations, then the treasurer could move on that basis. Anything of an unusual nature outside the budgetary limits are to be approved by the Co-Chairman. Once the treasurer gets the sign which is in a voucher form, he can sign away the money.

Mr. Clarkson asked Mr. Birmingham, what happens when the treasurer is out of the city and you need some money?

Mr. Denahan suggested that maybe you should have a 2nd and 3rd person to sign the checks.

The board again approved to have Mr. Lozowick and Mr. Proctor, the two Co-Chairmen sign the checks if Mr. Denahan should be out of the city.

Mr. Birmingham passed out a balance sheet ending Jan. 31, 1972, to the board members. He went on to say that the Chamber of Commerce has not submitted their money for the months of Nov. & Dec. 1971 or Jan. 1972. ADP-PDS still owe BICC for Dec. 1971 and Jan. 1972.

Mr. Lozowick stated that he would talk to Mr. Charles Fall in regard to the lateness of the money committed to BICC from the Chamber. Mr. Stewart will get in

✓ touch with ADP-PDS to see when they will be sending their money.

There was a discussion among the board members on the Chamber of Commerce funding BICC for the year 1972. It was suggested that Messrs. Lozovick, Wolf and Birmingham, sit down with Mr. Hall of the Chamber, to get a clearer understanding of just how much money the Chamber will be giving to BICC, and to try to get everything down on paper.

Mr. Lozovick asked Mr. Birmingham if the auditing was complete.

✓ Mr. Birmingham stated that to this day, there has never been an audit of any kind. He also stated that the records are available for auditing at anytime. It was agreed to have Mr. Larry Belcher come into Mr. Birmingham's office to go over the books sometime next week, before Mr. Benshan takes over as the Treasurer of BICC.

TASK FORCE COMMITTEE:

✓ Mr. Wilson stated that Mr. Proctor gave the Task Force committee several priorities items which he would like to see accomplished very shortly, but they felt that before the committee could act on them both the business and the civil rights sides should sit down to make sure they both understand clearly what the Task Force goals are. He went on to say that the Task Force committee would like to sit down with the two Co-Chairmen to go over the goals set for that committee.

BICC BROCHURE:

✓ Mr. Proctor stated that on this brochure, it seems that BICC owes Mr. Mercer \$1,665.00 for doing work on BICC's brochure and Mr. Mercer has offered to try to raise money for this project.

Mr. Wolf stated that BICC should take Mr. Mercer up on this offer and let him try to get the money.

It was agreed to let the two Co-Chairmen work along with Mr. Mercer to try to secure funds for this additional cost needed for BICC's brochure, and bring back a report to the board at the next meeting.

PERSONNEL PRACTICES:

✓ Mr. Lozovick stated that the two Co-Chairmen and Mr. Maquire will sit down and look at the personnel practices manual then get together with Mr. Stewart and bring a report back to the board along with some recommendations which they think will make sense.

EDUCATION COMMITTEE:

✓ Mr. Partenhimer reported that Mr. Ken Kubicki of Western Electric, has asked Mr. Poliacik, the Acting Commissioner of Vocational Education, Trenton, N.J., to come to Newark on February 15, 1972, to acquaint himself with the World of Construction and the World of Manufacturing; then he will come back to Newark, on February 25, 1972, at the Downtown Club to talk about the World of Finance. He went on to say that they are trying to get the State Education people to finance the \$40,000 needed and the NEA to finance the largest portion of this project.

FUND RAISING:

"Excerpt from Tape"

ROLAND STEWART: I think that as the Chief staff member of BICC I have the bit of responsibility to raise where are we going as far as the administrative cost of BICC is concerned this year. I heard us discuss the \$50,000 or there about received from the Chamber of Commerce, and it is crystal clear from Mr. Birwin report, that we have already exceeded the \$50,000 budget in running and cooerated with a few side kinds of things. Since we moved into new quarters here at \$50 and have the space and availability to do kinds of things, it seems to me that could anticipate an increase in a kind of operational budget, or an operations scheme to accomplish bigger objectives. It also appears that some time ago the staff prepared a blueprint, a proposal, outlining what it would like to do dur

1972 to the tune of \$450,000. Now although \$450,000 may not be realistic, I think that we as an Executive Committee, have to address ourselves to either saying yes or nay, or maybe so. But I think that core to any kind of project or core in any kind of program, or English as a second language, or anything else we might be about, we're going to have to have core administrative functions which means that you have an errand boy, a consultant, a couple of secretaries to run the machines. I am somewhat at sea as to which direction we might go and in which direction am I suppose to direct the administrative body of BICC. So since no one has addressed themselves to where do we go budget wise, I would like to submit on behalf of myself and the staff an administrative budget to the Executive Committee of BICC, for either approval or amendment for this year 1972.

(Budget given to Executive Committee Members)

JULES LOZOWICK: Any comments about this administrative budget? I think we will start off by saying Roland that the approval the staff has is what's been passed from previous minutes for spending, and lacking that we have to clarify issues. But we do have, as George said, certain things that have been passed and he signs the checks on them, and that's our running rule at this time. What changes will be made is up to this body and what monies it can collectively raise. Let's just say, in general monthly statements. Having said that, does anyone have any comment about the budget submitted by the Executive Director? There are items on this that I do not believe the Executive Committee can act at this time, because there are too many new items on it. Yet, we cannot delay things all the time. I can't see how I could tell you to react to some of the items at this time.

ROLAND STEWART: Mr. Lozowick, may I point out that most of these items are in the master proposal which I presented to you personally last year. So that all I did really was extract from the proposal the \$450,000 proposal, the kind of things that are applicable to the administrative module, and I think that most of us have had copies of these. Is there anyone who does not have a copy of that proposal.

JULES LOZOWICK: That's not the item, the item is this Board has not acted upon that proposal, and until it does it's a proposal unfortunately. And until someone looks into it and evaluates how this fits into the ability of the group to raise money, the ability of the group to move in certain directions, and a recommendation from you to the Board, I don't believe the Board can act. Now maybe I'm wrong. How do the rest of you feel?

BILL WILSON: Is there a finance committee?

JULES LOZOWICK: We're appointing one for this year now.

DICK BRIGSTEIN: I think the first order of business of this finance committee would be to look at this budget tonight and evaluate it in terms of (1) the need (2) the reality of raising money.

JULES LOZOWICK: Yeah, that's exactly what I thought I was saying.

MARSHALL WOLF: With deference to the thoughts being raised here, I have the feeling that to do nothing more than to give this to a finance committee would at this point be somewhat of a copout. I think that there are some very hard decisions in here that the Co-Chairman and others will have to share. I think perhaps the Co-Chairman ought to digest, and I think that no later than next month we probably ought to have a little bit more of a blueprint as to where we're going to go. I think that the personnel items on here, and the amount of money budgeted for each of them would get scrutiny, and the others would. I think that we have to zero in on exactly what the Chamber is going to do for us, and then as far as the amount to be raised, there are several alternatives. There are foundations; there are businesses; there is Federal and State money. I think that if we are going to do the kinds of things that we want to do, there is probably many expenses in here we can't avoid. Perhaps some we can. I don't feel that I can say at five minutes to eight, at the end of an evening, I can react to it other than philosophically, but I can sympathize with the Executive Director, who wants to know where he's going to go during the balance of this year. I think we need to see a cash flow as to what is going to be required if we're going to stay alive for the next three, six and nine months.

JULES LOZOWICK: As you know we asked the treasurer to give us this cash flow, with what he now knows.

Mr. Denahan stated that he would come up with something by the next meeting.

Mr. Bregstein stated that he thinks it is essential for the board to have some sort of operational budget before you can make any plans, because this way, you are putting your Executive Director in the dark and he should be able to make decisions as the Executive Director.

✓ Mr. Wolf stated that this should be the first order of business, to make sure there's money not only for the future but for now.

Meeting adjourned at 8:00 P.M.

Respectfully submitted,

Katherine Merton